

**LEAD OFFICER: Emma Grima, Director Commercial**

**DEMOCRATIC SERVICES OFFICER: Caroline Evans**

<b>Meeting: Thursday 25 November 2021 (4:30pm)</b>		<b>Meeting: Monday 24 January 2022 (4:30pm)</b>		<b>Meeting: Thursday 24 March 2022 (4:30pm)</b>	
<b>Report deadline: 4pm Mon 15 Nov 2021</b>		<b>Report deadline: 4pm Wed 12 January 2022</b>		<b>Report deadline: 4pm Mon 14 March 2022</b>	
Agenda despatch: Wed 17 November 2021		Agenda despatch: Fri 14 January 2022		Agenda despatch: Wed 16 March 2022	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
Treasury Management Update	Finance Manager & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	ECTC Annual Business Plan 2022/23	
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	2022/23 Asset Management Plan	Open Spaces & Facilities Mgr
Annual Infrastructure Funding Statement (prior to publication)	Dir. Commercial	2022/23 Annual Treasury Mgt Strategy MRP & AIS	Finance Mgr & S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
<i>ECTC Half Yearly Report</i>		Finance Report	Finance Mgr & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
ECTC Management Accounts (July-Sept 2021) [EXEMPT]	ECTC Finance Manager	Revenue Budget 2022/23	Finance Mgr & S151 Officer		
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	ECTC Management Accounts (Oct-Dec 2021) [EXEMPT]	ECTC Finance Manager		
CIL/S106 Income & Expenditure Update	Dir. Commercial	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO		
Finance Report	Finance Manager & S151 Officer				

Notes: 1. Agenda items which are likely to be "urgent" and therefore not subject to call-in are marked \*  
2. Agenda items in italics are provisional items / possible items for future meetings.

**FINANCE & ASSETS COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO 14**

**LEAD OFFICER(S): Emma Grima, Director Commercial**

**DEMOCRATIC SERVICES OFFICER: Caroline Evans**

<b>Meeting: June 2022 (tbc)</b>		<b>Meeting: July 2022 (tbc)</b>		<b>Meeting: Oct 2022 (tbc)</b>	
<b>Report deadline: (tbc)</b>		<b>Report deadline: (tbc)</b>		<b>Report deadline: (tbc)</b>	
Agenda despatch: (tbc)		Agenda despatch: (tbc)		Agenda despatch: (tbc)	
Chairman's Announcements	Chairman	Chairman's Announcements	Chairman	Chairman's Announcements	Chairman
<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO	<i>Actions taken by the Chief Executive on the grounds of urgency (if any)</i>	DSO
Forward Agenda Plan	DSO	Forward Agenda Plan	DSO	Forward Agenda Plan	DSO
<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer	<i>Write off of unrecoverable debt (if any)</i>	Finance Manager & S151 Officer
Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr	Assets Update	Open Spaces & Facilities Mgr
<i>Appointments, Transfers, Resignations [EXEMPT]</i>	HR Manager	Financial Outturn Report 2021/22	Finance Manager & S151 Officer	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO
<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	Treasury Operations Annual Performance Review	Finance Manager & S151 Officer	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO
ECTC Management Accounts (Jan-March 2022) [EXEMPT]	ECTC Finance Manager	ECTC Management Accounts (April-June 2022) [EXEMPT]	ECTC Finance Manager	Health & Safety Annual Report	Dir Commercial
Annual Reports of Representatives on Outside Bodies	DSO	<i>ECTC Board Meeting Minutes (if any) [EXEMPT]</i>	DSO	Local Council Tax Reduction Scheme Policy Review	Finance Manager & S151 Officer
<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	<i>Bus, Cycle, Walk WP notes (if any)</i>	DSO	ECTC Accounts 2020/21	
				Medium-term financial strategy update	Finance Manager & S151 Officer

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2. Agenda items in italics are provisional items / possible items for future meetings.